

IOWA BOARD OF PHARMACY

400 S.W. Eighth Street, Suite E
Des Moines, IA 50309-4688
515/281-5944

**The following fees may be charged pursuant to Iowa Code Chapter 22
for access to and/or copies of public record information
maintained by the Board.**

FORMAT OF REQUESTED INFORMATION	UNIT	UNIT COST
Copied/laser printed pages	Page	0.06
Shipping/handling fee (up to 50 pages*)	Shipment	4.00
Computer file as E-mail attachment (included up to ½ hour preparation time)	Each Attachment	20.00

** Additional shipping/handling fee for shipments consisting of more than 50 pages may be billed at a rate of \$1.00 per each additional 40 pages or fraction thereof.*

Requests for information regarding groups licensed or registered by the Board of Pharmacy should be submitted using the appropriate order form (lists, labels, or data files). Special requests for information not identified on either order form will be honored, if possible. Preparation time for such special requests may be billed at the Level B rate from the Preparation/Supervisory Fee Schedule below.

ON-SITE REVIEW OF PUBLIC RECORDS:

Public records may be examined during normal business hours at the offices of the Board of Pharmacy. A member of Board staff shall retrieve the requested records and shall be present to supervise the review of public records. Staff time in excess of 15 minutes may be billed at the appropriate rate from the Preparation/Supervisory Fee Schedule below.

COPIES OF PUBLIC RECORDS:

Copies may be billed at the “Copied/laser printed pages” rate plus the “Shipping/handling fee,” if appropriate, indicated in the table above. In addition, staff time in excess of 15 minutes for the retrieval, preparation, and copying of the records may be billed at the appropriate rate from the Preparation/Supervisory Fee Schedule below.

FACSIMILE TRANSMISSION OF PUBLIC RECORDS:

Facsimile transmissions may be billed at the rate of \$1.00 per page transmitted, including invoice. In addition, staff time in excess of 15 minutes for the retrieval, preparation, and transmission of the records may be billed at the appropriate rate from the Preparation/Supervisory Fee Schedule below.

PREPARATION/SUPERVISORY FEE SCHEDULE:

LEVEL	HOURLY RATE	LEVEL	HOURLY RATE	LEVEL	HOURLY RATE
Level A	\$25.00	Level B	\$40.00	Level C	\$75.00